

香港體育學院有限公司  
**Hong Kong Sports Institute Limited**  
 申請香港體育學院有限公司課程學員證明  
**Application of Reference Letter for**  
**Hong Kong Sports Institute Limited Course Participant**



課程參加者姓名 \_\_\_\_\_ (英文) \_\_\_\_\_ (中文)  
 Name of course participant \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)

體育會會員証號碼 (如適用) \_\_\_\_\_ 性別 男 / 女  
 Sports Club Membership No. (if any) \_\_\_\_\_ Sex M / F

所參加課程資料  
 Information for the course joined

月份/年份 Month/Year (例 e.g. 01/03)	參加課程類別/課程編號 Course Joined/Course Code	課程級數 Level Attained	備註 Remarks

其他資料  
 Other Information : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

申請人/家長姓名 \_\_\_\_\_ 簽署 \_\_\_\_\_  
 Applicant/Parent's Name : \_\_\_\_\_ Signature : \_\_\_\_\_  
 聯絡電話號碼 \_\_\_\_\_ 日期 \_\_\_\_\_  
 Contact No. : \_\_\_\_\_ Date : \_\_\_\_\_

- 備註 Notes
- ※ 每項申請必須繳交手續費港幣二十元  
 Handling fee for each application is HK\$20
  - ※ 證明文書申請約需十四個工作天辦理  
 It takes around 14 working days to process the application
  - ※ 請附上已貼郵票的回郵信封  
 Please attach with your self-addressed envelope (with stamp)
  - ※ 請以正楷填寫表格  
 Please complete this form in BLOCK LETTERS

此欄只供職員填寫 FOR OFFICIAL USE ONLY

- Handling Fee (Receipt No. \_\_\_\_\_) Form received by \_\_\_\_\_ on \_\_\_\_\_
- Reference letter ready by \_\_\_\_\_ on \_\_\_\_\_
- The reference letter is sent out on \_\_\_\_\_ / received by \_\_\_\_\_ on \_\_\_\_\_